

# Hamstel Infant School and Nursery

**Member of Staff** \_\_\_\_\_

**Job Title**      Nursery Assistant      **Responsible to** Early Years Manager/Inclusion Manager

This is a Regulated/Controlled Post and successful applicants will need to be able to register with the Independent Safeguarding Authority.

## Purpose of the job

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

To work in partnership with other adults in the Nursery to support social, emotional, educational and welfare needs of nursery / early years children in line with early years goals, codes of practice and school policies and procedures.

## Duties and responsibilities

Support with providing a stimulating, educational and safe environment for children in which they can develop to their full potential.

Supervise pupils in their activities, at play and at mealtimes.

Establish positive relationships with pupils and their parents / carers.

Promote positive pupil behaviour in line with school policies and help to keep pupils on task.

Interact with, and support pupils, according to individual needs and skills.

Provide support to pupils with particular learning, behavioural, communication, social, sensory or physical difficulties, have knowledge and make use of appropriate equipment and resources.

Promote the inclusion and acceptance of children with special needs ensuring access to activities through appropriate clarification, explanation and resources.

Assist with planning and evaluation of activities with the Early Years Key Worker / Manager, providing feedback to the teacher on pupil progress and behaviour.

Monitor and record pupil activities, progress and development.

Assist with assessments and Individual Support Plans (ISP's)

Provide feedback to the Early Years Key Worker / Manager on pupil progress and behaviour.

Support learning and development by arranging / providing resources for lessons / activities under the direction of the Early Years Key Worker / Manager.

Attend parents meetings as necessary under the direction of the Early Years Key Worker / Manager.

Be involved in interviews / induction for new children.

Assist pupils with snack / mealtimes, including preparation of food, assisting with eating and clearing up as appropriate.

Attend to pupils personal needs including help with social, personal hygiene, welfare and health matters, including minor first aid.

Escort pupils to their parents / carers at end of the session.

Assist with the preparation, maintenance and control of stocks of materials and resources.

Liaise with other staff and provide information about pupils as appropriate.

Assist with the display and presentation of pupils work.

Assist with escorting pupils on educational visits as appropriate.

Assist the Early Years Key Worker / Manager with training of student.

Attend relevant school meetings as required.

Respect confidentiality at all times.

### **General**

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

The duties may be varied to meet changed circumstances in a manner compatible with the post held. Any such developments will only take place after consultation with all those involved.

The post holder will undertake any relevant training.

The post holder is expected to show a responsible attitude toward Health and Safety and have due regard for their personal safety and that of others.

The post holder will support, uphold and contribute to the development of the schools equal rights policies and practices in respect of both employment issues and the delivery of services to the community.

The school is fully committed to providing opportunities for your continuous professional development in the form of training, mentoring, shadowing, role enrichment, coaching, peer development, etc.

You are expected to actively engage in and be committed to your continuous professional development in relation to the identified needs of the school and your current and future roles and responsibilities throughout your professional career.

Signed \_\_\_\_\_ Post holder Date \_\_\_\_\_

Signed \_\_\_\_\_ Headteacher Date \_\_\_\_\_